

MINUTES
Board of Trustees
Barrington Public Library
Thursday, December 15, 2016

Library Trustees Room
281 County Road, Barrington RI 02806

Members Present:

Cindy Kaplan
Laura Laurence
Dan O'Mahony
Dean Robinson
Vince Wicker

Absent:

Kate Johnson
Laura Young

Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:02 p.m.

Minutes from the November 17, 2016, meeting were approved (motion by Laurence; second by Robinson).

Financial Reports:

Accepted.

Statistical Reports:

Accepted.

Director's Report:

Accepted. The library's annual staff meeting was well attended. The Barrington Police Department conducted a training session for staff on active shooter response. The main message of the training was to try to flee the area of a dangerous situation if possible. Staff toured all the stairways in the building to become more familiar with the exits and where they led. Library is investigating possibly installing a "panic button" at the service desk (with a direct line to the BPD). Library is upgrading the phone system; will include capability of doing library-wide intercom announcements from any phone. Director asked BPD to patrol building occasionally and to be more visible in the library, giving BPD officers an opportunity to build community relations as well as provide a sense of safety for patrons. It was suggested by the Board that the library make a map of emergency exits to share with staff (e.g., new staff orientation).

Library was notified that it has received a grant from CVS Classic charity fund; Director will use the grant to support the purchase of e-books.

Library will be closed Saturday, Sunday, and Monday for Christmas (December 23-26); and closed Sunday and Monday (December 31-January 1) for the New Years holiday.

New business:

None

Old business:

None

Agenda for January 19, 2017, meeting:

Old business

None

New business

Acknowledgement of renewal of terms of Trustee members

Meeting adjourned at 7:28 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Kate Johnson
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Presiding: Vince Wicker

Also Present:

Debbie Barchi, Director

Meeting was brought to order at 7:29 p.m.

Minutes from the November 17, 2016, meeting were approved (motion by Laurence, second by Kaplan).

Financial Reports:

Treasurer submitted the monthly report, including balances in bank accounts and restricted funds.

Old business:

- a) Progress on building project – Demolition and framing continues on the second floor; at this point, the offices are framed and insulation replaced. Director meets weekly with the construction manager, contractor, and architect to review progress and answer questions. Library has been very satisfied with the work of the contractor (e.g., clean, organized, approachable, considerate of surroundings). Director is working with the architect to decide on all the furnishings and finishes; orders will be placed soon.
- b) Update on fundraising – Letter went out from Betsy to donors thanking them and giving them an update on progress. We will consult with Betsy Grenier regarding planning for and migrating to an annual fundraising cycle (e.g., strategies for using the contacts and other information gathered during the current campaign). Work needs to be done to clean up and verify donor data in preparation for formal acknowledgements. It also will be important to document the process for future reference for future board activities. After January, we should begin to investigate thank-you plaques for donors.

Chair received an inquiry for information that led to a \$50,000 donation from an anonymous donor.

The *Barrington Times* published a nice article in the November 30 issue about the renovation project.

New business:

None.

Treasurer reported that he had inquired with the Town Solicitor about possible implications of the protest filed regarding the Town's awarding of the contractor bid for the renovation project. The solicitor explained that the Town has provided all information requested.

Agenda for January 19, 2017, meeting:

Old business:

- a) Update on building project
- b) Update on fundraising

New business:

None

Agenda for January 19, 2017, annual Corporation meeting:

- a) Election of officers

Meeting adjourned at 8:07 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation